



Ivybridge Community College



Job Description

Job Title:	Early Help Coordinator
Location:	Across the Trust (based at Ivybridge Community College currently)
Reports to:	Designated Safeguarding Lead
Pay Scale:	Dependent on Experience Devon Legacy Pay Scales, (Grade E, SCP 16-22)
Hours/Weeks:	37 hours a week, 40 weeks per year: Monday to Friday (hours between 8.30am - 5.00pm)
Responsible for:	Not Applicable

Job Purpose

Under the line management of the Designated Safeguarding Lead (DSL), the Early Help Coordinator is required to lead and manage the effective delivery of Early Help for students and families across all Year Groups.

The role of the Early Help Coordinator requires accurate record keeping and communications with stakeholders at all levels, which is both timely and effective.

Job Description

Main Duties:

1. To be a first response, offering advice and where applicable sign-posting to all staff with everyday Early Help concerns.
2. To have a secure working knowledge of Early Help and the various platforms to which referrals can be made to support children and families.
3. Work in partnership with the Safeguarding Team to triage appointments appropriately.
4. To monitor all students who have been added to the Rights for Children System and ensure cases are progressing through liaison with their Early Help Leader.
5. To work closely with the Safeguarding, Pastoral and Attendance Teams and the SEND Department on intervention strategies, targeting students for intervention on all issues of an Early Help nature which may present a barrier to learning.
6. To coordinate and support the leadership of Early Help cases, in conjunction with the Early Help Lead Case Managers in College (usually Pastoral Leaders, SENDCos, Attendance Deputy Designated Safeguarding Lead and Safeguarding Team).

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7. Coordination of the process and implementation for students in relation to the Graduated Response Toolkit.
8. To effectively communicate with relevant colleagues across the College regarding pastoral concerns, welfare or safeguarding for particular students or groups of students as appropriate.
9. To act as a link between the College, stakeholders and outside agencies on all issues of an Early Help nature.
10. To ensure the Safeguarding Team are alerted to Early Help cases on Rights for Children that have been stepped across from Child in Need (CIN), Child Protection (CP) or appear as a Multi-Agency Safeguarding Hub (MASH) outcome.
11. To utilise the SIMS system, ensuring data and information gathering to support Rights for Children is accurate and up to date.
12. To track and monitor students using epraise, ensuring data and information gathering to support Rights for Children is accurate and up to date.
13. To record safeguarding incidents on CPOMS, and to use the information as required to produce reports on students for multi-agency meetings.
14. Use CPOMS logs effectively to identify patterns and inform interventions.
15. To meet with Early Help Lead Case Managers weekly to discuss and signpost to the correct services.
16. To support the Education Welfare Officer and internal DDSL in addressing and supporting non-attendance.
17. Support the College Missing Student Protocol when a student is not present in a lesson.
18. To effectively support Lead Case Managers in Early Help meetings, including meeting with parents/carers and other agencies where appropriate.
19. To attend and actively contribute to High-Risk Student meetings to ensure that students of concern are identified for Early Help and appropriate interventions are put in place.
20. Direct liaison with outside agencies, for example, Educational Psychologists.
21. To work in collaboration with Lead Case Managers, undertaking referrals for students and/or their families as the specific needs are identified.
22. To ensure strict confidentiality in all areas of work.
23. To comply with the College's Child Safeguarding Procedures, including regular liaison with the Safeguarding Team regarding any safeguarding issues or concerns.

Other responsibilities:

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Attend occasional out-of-College-hours functions as required.
4. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.
5. Work collaboratively across departments with colleagues and students to ensure the College operates as effectively as possible to achieve its aims.

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General:

1. Prepare and contribute to Trust-wide development by sharing best practice and professional feedback.
2. Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. Maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
4. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Relevant professional qualifications which support the expertise of safeguarding field (i.e. Social Services, Police, NHS or working with children)	E	✓	
Willing to undertake personal development through training and other learning activities	E	✓	✓
Degree or Higher Education qualifications (or equivalent)	D	✓	✓
Level 3 Safeguarding training, or willingness to undertake	E	✓	✓
Experience:			
Understanding of Keeping Children Safe in Education and the wider Safeguarding Agenda	E	✓	
Evidence of appropriate professional development for the role of Early Help Coordinator	E	✓	
Evidence of recent experience of working within the field of Early Help/Safeguarding	E	✓	
Substantial and current experience of supporting staff and/or teams in relation to Early Help	D	✓	
Demonstrate experience of active involvement in working with a range of external agencies, policies and protocols	D	✓	✓
Experience of and the ability to contribute to staff development regarding Early Help	D	✓	✓
Experience of working within a wider network	D	✓	✓
Knowledge, skills and abilities:			
A knowledge and understanding of safeguarding in relation to the education sector, secondary phase	E	✓	✓
The ability to effectively use IT systems and policies to monitor and support the safety and welfare all students and staff at the College	E	✓	✓
Experience/training in CPOMS	D	✓	✓
Ability to demonstrate an understanding, awareness and empathy for the needs of the students at the College and how these could be met	E	✓	✓
Excellent written and oral communication skills	E	✓	✓
To be a leader of education by professionally demonstrating, promoting and encouraging effective staff and student wellbeing at all times	D	✓	✓
To be committed and hardworking	E	✓	✓
Set high expectations which inspire, motivate and challenge students	E		✓

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Good understanding of SEND policies and procedures	E	✓	✓
Ability to promote good progress and outcomes by students	E	✓	✓
Ability to inspire trust in the College community	E		✓
Demonstrate personal enthusiasm and commitment to Collaborative working aimed at making a positive difference to children and young people	E	✓	✓
Build and maintain quality relationships through interpersonal skills and effective communication	E	✓	✓
Demonstrate personal and professional integrity, including modelling values and vision	E	✓	✓
To respect and uphold confidentiality at all times	E	✓	✓
Prioritise, plan and organise yourself and others	E	✓	✓
Ability to manage and resolve conflict	E	✓	✓
Demonstrate a capacity for sustained hard work with energy and vigour	E	✓	✓
To be flexible and pro-active towards changes in day-to-day working arrangements	E	✓	✓
Good organisational skills including the ability to prioritise	E	✓	✓
Excellent interpersonal and teamwork skills	E	✓	✓
Ability to work both under instruction and on own initiative	E	✓	
A proactive and professional approach	E	✓	✓
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
Aspiration:			
Working to high expectations, modelling the delivery of high quality outcomes	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓
Integrity:			
Acting always in the interests of children and young people	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		✓

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